

**BURSARY FUND CLAIM FORM
FOR SPECIFIC ITEMS 2017-2018**



SECTION 1 To be completed by the student and parent/carer

STUDENT'S FULL NAME:	Student Ref no	
	Director of Studies	

I wish to apply for financial assistance from the Bursary Fund for the following expenses (please use a separate form for each different item):

For Travel Pass claims only (please tick appropriate box):
 I have paid Herefordshire Council the fee and I require a refund (please attach receipt)
or
 Please make payment to Herefordshire Council on my behalf

Bursary contributions for trips and equipment arranged by the College will be transferred internally to the relevant department. Refunds for other expenses will only be paid on production of relevant receipts/tickets (please attach) If you require a refund please indicate how you would like to receive it:

<i>By Parent Pay</i>	<i>By BACS directly into bank:</i> Account Holders Name: Account No: Sort Code:
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For all claims:
 Evidence of financial circumstances
 I have completed and submitted a Bursary Fund Initial Assessment Form and my financial circumstances remain the same (please tick box to confirm)

Signature of student Date

Signature of parent/carer..... Date

I understand that I may be required to repay this grant if I do not complete my course or if my attendance is not satisfactory.

SECTION 2 To be completed by the Student Finance Officer

I have seen the evidence required for discretionary bursary and have placed copies in the student file.

Category A/Category B

I authorise the payment of £.....to.....(payee)

I authorise the transfer of £.....to.....Course/Department

Signed (Student Finance Officer) Date

Authorised Signatory Date

<i>For Internal Use Only</i>				<i>Dr</i>	<i>Cr</i>
7400					
BACS			ParentPay	Petty Cash	